

**SANTA CLARA COUNTY**  
**CONSENT FOR EXTENSION OF 60-DAY TIMELINE FOR ASSESSMENT**

**Special Education Local Plan Areas**  
**I, II, III, IV, & VII**

The California Education Code and the Individuals with Disabilities Education Act allow for an extension of the timeline to complete a special education assessment in cases where a child moves into a new school district after the time period to conduct the assessment has begun but prior to its completion.

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Current Address: \_\_\_\_\_

Student's Previous Address: \_\_\_\_\_

Student's Current District of Attendance: \_\_\_\_\_

Student's Previous District of Attendance: \_\_\_\_\_

1. Date the signed assessment plan was received by student's previous school district granting parental consent to conduct a special education assessment: \_\_\_\_\_.
2. Date assessment was required to be completed if student had remained a resident of the previous district \_\_\_\_\_.
3. Date student began attending new school district: \_\_\_\_\_.
4. The \_\_\_\_\_ and the parent of the above-named  
*(Name of local education agency responsible for assessment)*  
student agree to extend the timeline for completing the special education assessment to \_\_\_\_\_.

Signatures below document the mutual agreement of the parent and the district/county office to extend the timeline for completing the special education assessment as specified above:

\_\_\_\_\_  
Parent/Guardian/Surrogate/Adult Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
District/County Office Designated Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**DIRECTIONS FOR COMPLETING**  
**CONSENT FOR EXTENSION OF 60-DAY TIMELINE FOR ASSESSMENT FORM**

This form is to be used in cases where a student moves into a new school district after an assessment plan has been signed by the parent but prior to completion of the assessment and convening of an IEP Team meeting.

If the school district into which the student moves becomes aware that an assessment plan has been signed prior to the move, the new district has the responsibility to immediately contact the former district to obtain information regarding the status of the assessment and to request all relevant assessment documents (i.e. test protocols, student/teacher/parent questionnaires, relevant work samples, behavioral data, etc.)

The form is to be filled out as follows:

- Fill in the Student's Name, Birth date, and Date the form is completed.
  - Fill in the Student's Current Address.
  - Fill in the Student's Previous Address.
  - Fill in the Student's Current District of Attendance
  - Fill in the Student's Previous District of Attendance
1. Fill in the date the signed assessment plan was received by the student's previous district of service.
  2. Fill in the date the assessment was to have been completed if the student had not moved from his/her previous district.
  3. Fill in the date the student began attending school in the new school district
  4. Fill in the name of the school district that will be responsible for completing the assessment. Indicate the date by which the assessment will be completed.

Note: The designated district/county office representative should discuss with the parent a reasonable timeline for completion of the assessment. Factors that should be taken into consideration include: the amount of progress made by the former district in completing the assessment, the need for the student to become acclimated to his/her new school and classroom routines, the number of days that have elapsed since the parent initially provided consent to the assessment.

The designated district/county office representative should sign and date the form. The parent's signature must be obtained on the form indicating the parent's consent to the timeline extension. If the parent declines to agree to an extension of the time to complete the assessment, then the new school district should consider shortening the proposed time period for the assessment and document its efforts to obtain parental consent for the extension. If no agreement can be reached on a timeline extension, then the district should complete the assessment as expeditiously as possible.